

# MILPITAS ETHICS PROGRAM CODE DEVELOPMENT WORKSHOP 3

## WORKSHEET Translating Values into Codes of Conduct

**1. CLUSTER NAME:** 1. **Honesty** (Honesty, integrity, dependability)

### 2. DESCRIPTION

In serving this community, I am truthful, keep promises, try to do what's best for the City, am accurate with the public, put the City's interests first, am reliable, responsible, and am person of integrity.

3. DESCRIPTORS (RELATED VALUES)	LOOKS LIKE THESE "ROLE MODEL" BEHAVIORS TO PRACTICE	AVOIDS THESE BAD BEHAVIORS
a. I am honest with my fellow elected officials, the public, and others	a1. Gives complete and factual, unbiased information to the public and the press.	a2. Gives misinformation to the public and the press
b. I do what I say I'm going to do	b1. keeps promises, word, fulfills obligations	b2. breaks promises
I do not over-promise and deliver on my promises.		
c. I consistently do the right thing for the City whether it's popular or not	c1. Tries to do what's best for the city	c2. does whatever gets one votes
d. I only use accurate and real information to support my views	d1. use accurate information to further the public trust	d2. uses misinformation to further one's career
e. I disclose the truth to build public trust, rather than conceal, fabricate, overstate, understate, evade, or deny the truth.	e1. Truthful – puts the city's interests first	e2. Dishonest – puts own interest ahead of public interest.
f. I am consistent in doing the right thing.	f1. Stays on course serving the public in a reliable and responsible manner.	f2. More inconsistent than not and is unreliable.
g. I do not leave false impressions		
h. I am trustworthy and go out of my way to build trust rather than to harm it.	h1. Does what one promises to do.	h2. Can't be trusted to follow through.

**Directions:** 1. Your group is working on the part of the Code identified in #1 above. Please suggest a name, if any, which is a more powerful communicator of the theme of this cluster. 2. Any related values or components on the overall theme already identified are listed under #3. Please suggest important new ones or remove weaker or redundant ones. 3. For each component, suggest example behaviors to practice and to avoid. 4. Finally write the overall cluster description (#2): 1-3 sentences that use all the words identified for the cluster, and that expresses the cluster theme and ideas.

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## WORKSHEET Translating Values into Codes of Conduct

**1. CLUSTER NAME: 2. Respect** (Civility, Genuine respect, effective communication and listening, responsive public service, empathy, compassion)

### 2. DESCRIPTION

In serving this community, I treat people with genuine respect, the way I would treat a trusted co-worker. Even when we disagree I practice patience, courtesy, and civility, while working hard to earn citizen trust. I listen carefully, respond without arrogance, and understand that respect requires effective two-way communication.

3. DESCRIPTORS (RELATED VALUES)	LOOKS LIKE THESE "ROLE MODEL" BEHAVIORS TO PRACTICE	AVOIDS THESE BAD BEHAVIORS
a. I treat people with genuine respect, the way I would treat a trusted co-worker.	A1. I use a positive demeanor. I am polite, courteous. I avoid the presumption of bad intent. I value other's viewpoints.	A2. Presumption of bad intent. Dismissing other's ideas.
b. I practice patience, courtesy, and civility even when we disagree		
c. CUT I focus on the issues, not Personalities -		
d. CUT-- I respect other people's time by coming prepared.		
e. CUT - I avoid arrogance		
f. CUT-I respect public property and only use city property for city business		
g. I work hard to earn citizen trust.		
h. CUT I put responsible service to others ahead of narrow self-interests.		
i. I listen carefully, engage in effective two way communication, and am responsive.	I1. I come prepared. I value others' time. I listen carefully. I seek to understand. I give the speaker my undivided attention.	I2. I interrupt others with my ideas.

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## WORKSHEET Translating Values into Codes of Conduct

**1. CLUSTER NAME: 3. Fairness** (Impartiality, fairness, objective judgment, free from conflict of interest)

### 2. DESCRIPTION

In serving this community, I treat people impartially, share information openly, and advocate for public involvement in City decisions. I make objective judgments while avoiding conflicts of interest.

3. DESCRIPTORS (RELATED VALUES)	LOOKS LIKE THESE "ROLE MODEL" BEHAVIORS TO PRACTICE	AVOIDS THESE BAD BEHAVIORS
a. I am fair and use equitable criteria when I have to give someone a benefit and someone a burden.		
b. Treats all equally and consistently		No preferential treatment
c. Respects people's right to know		
d. Advocates public service		Does not withhold actions or service
e. Makes objective judgments	Places priority on city-wide interests	Avoids conflict of interest
f. Advocates public input	Advocates public input when possible	Avoids secretive or "insider" decision-making

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## WORKSHEET Translating Values into Codes of Conduct

**1. CLUSTER NAME:** 4. **Accountability** (Responsibility, Accountability)

**2. DESCRIPTION (draft by consultant, based on citizen work on #3.)**

In serving this community I am accountable to the public. I am willing to explain actions, admit mistakes, and engage in continuous improvement to overcome stumbling blocks. I advocate courageous measurability, follow through, and accept responsibility to be a credible role model for this Code of Ethics.

3. DESCRIPTORS (RELATED VALUES)	LOOKS LIKE THESE "ROLE MODEL" BEHAVIORS TO PRACTICE	AVOIDS THESE BAD BEHAVIORS
a. accountable to the public, willing to explain actions,		
b. I admit mistakes, engage in continuous improvement to overcome stumbling blocks	b1. Makes positive and constructive criticism. Is supportive. Be aware of the public perception of "due diligence."	b2. Lacks commitment. Dishonest. Gossiping, irresponsibility, disloyalty to members of group if your decision is voted against.
c. courageous measurability	c1. Willingness to accept consequences of actions. Responsible for actions of subordinates, i.e., those who affect the public.	c2. Is influenced by special interests. No spinning to the press or public
d. Follows through	d1. Follows through with responsibilities of assigned task or appointment.	d2. Low attendance record, blaming others, does not show genuine interest in public or subordinates.
e. Accepts responsibility for role modeling	e1. Mentors others	e2. Takes credit for others' accomplishments.

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## WORKSHEET Translating Values into Codes of Conduct

**1. CLUSTER NAME:** 5. **Collaboration** (Collaboration, valuing diversity, open-mindedness)

### 2. DESCRIPTION

In serving this community, I collaborate by reaching out to all stakeholders, involving them in the process, and asking for and listening to their opinions, recognizing that good ideas come from anyone. I emphasize teamwork for community success over that of the individual.

3. DESCRIPTORS (RELATED VALUES)	LOOKS LIKE THESE "ROLE MODEL" BEHAVIORS TO PRACTICE	AVOIDS THESE BAD BEHAVIORS
a. I realize other people have parts of the answer to questions I am trying to answer.	A1. Person who is inclusive. Asks "Give me your opinion on this" and "What do you think of this idea?" Open to new ideas.	A2. Arrogance. Know it all.
b. Values diversity, social awareness,	B1. Values diversity. Reserves judgment.	B2. I do not stereotype, pre-judge, or display close mindedness
c. I seek differing and divergent viewpoints	C1. Thinks outside the box. Listen to others' ideas.	C2. Autocratic, uncooperative, one-track minded.
d. I am, a good team player and value other members of the team.	D1. Concerned about team success over personal success. "We" vs "I"	D2. Not pulling your weight.
e. synergy	E1. Cooperation of ideas, pooling of resources, humility, knowing that you do not have all the answers.	E2. Shoot down other people's ideas; find faults. Closed-minded.

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## WORKSHEET Translating Values into Codes of Conduct

**1. CLUSTER NAME:** **6. Stewardship** (Environmental conservation, protecting built and natural environment, fiscal responsibility)

### 2. DESCRIPTION

In serving this community, I protect and conserve community resources, including financial, environmental, and cultural. I practice fiscal responsibility, maximize resources, maintain public trust, and assure the long-term stability of the community.

3. DESCRIPTORS (RELATED VALUES)	LOOKS LIKE THESE "ROLE MODEL" BEHAVIORS TO PRACTICE	AVOIDS THESE BAD BEHAVIORS
Conserves and protects natural and built resources in a responsible and fair manner		
Is fiscally responsible	Makes sound financial decisions	Squanders public money
Maximizes resources	Using the talents of the community	Egotistical, not involving the community
Public trust	Public interest first	Personal advancement, pursues private interests
Stability	Long-term view, goal oriented, protection of community resources.	Short sighted decisions.

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